

**DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
COUNTY BOARD ROOM, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
October 27, 2016**

By roll call, members present: Bennett, Greshay, Nickel and Stousland. Also present was Mary Muskovitz, Administrative Assistant and Makenzie Drays, Senior Accountant

Members absent: Hilbert

Meeting called to order at 8:00 a.m. by Chairman Nickel

Muskovitz certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Public Comment: None

Motion by Greshay, seconded by Stousland to approve the minutes of October 13, 2016. Motion carried.

Committee member reports: None

Old Business:

1. Backup documentation in File Director for Barrington, DA Osthoff Resort and Holiday Inn Stevens Point.
2. Backup documentation in File Director for Schoebel, Medical Examiner for Classic Plastics
3. Diggers Hot line – Diggers Hotline Law printout was reviewed to answer the question on why the county is charged
4. Clearview Bids/Quotes question was answered via email for Jane Hooper
5. Plan-it GEO Tree Plotter – explanation of what it is and purpose was presented in an e-mail from Bill Ehlenbeck

US Bank Purchase Card Review of September Non-Department Head purchases:

Huebner, Clearview – McKesson Medical Supply
Link, Building Maintenance – Batteries Plus Fon
Loos, Sheriff, - Fleet Farm (3 invoices)
Midtbo, Highway, S-W*Consumer Group (over \$10,000 - per Drays these reviewed by Finance
Mindemann, Human Resources – DOJ EPAY Records Check- (2 invoices)
Muskovitz, Finance – Local Government Education (2 invoices)
Drays, Human Services – Allergy Prevention Team
Hron, Clerk of Courts – Piggly Wiggly- 109 – (2 invoices) Committee questioned what the food was for and in the future if could be noted on receipt
All of the above had documentation in File Director

Motion by Greshay, seconded by Bennett to allow payment of Clearview vouchers Batch #192466 in the sum of \$44,655.49 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Greshay, seconded by Bennett to accept the payment of County Board Mileage on Payroll check dated 10/18/16 for \$3,328.24 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Stousland questioned Otto's mileage reimbursement, in File Director it showed May thru September. The Committee was under the assumption that expenses were to be turned in on a monthly basis. Is there a written Policy stating such? Motion by Stousland, seconded by Greshay to accept the payment of Employee Expenses on Payroll check dated 10/21/2016 for \$13,848.08 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Greshay to accept payment of the US Bank Purchase Card in Batch #192037 for \$269,827.51 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

A questions was raised on how many plated dinners were for the HPV Workshop dinner on September 28 at the Windwood of Watertown as invoice only gives a gross amount. Motion by Bennett, seconded by Greshay to allow payment of the Batch #192445 for \$107,030.35 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Greshay, seconded by Bennett to allow payment of the Batch #192512 for \$16,403.01 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Greshay to accept the payment of Miscellaneous vouchers paid in the Amount of \$25,040.43 for Batches #192132 and 192173 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

The next regular meeting of the Audit Committee is scheduled for November 10, 2016 at 8:00 a.m. in Room 4A

Motion by Stousland, seconded by Greshay to adjourn. Motion carried. Meeting adjourned at 8:50 a.m.

Respectfully submitted,

Secretary
Glenn Stousland

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.